

C-O-N-F-I-D-E-N-T-I-A-L

Executive Registry

105-4450

6 AUG 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Delegation of Authority

The authority to approve personnel appointments above the  
base step as provided in  is delegated to the Director of  
Personnel.

/s/ Richard Helms

Richard Helms  
Deputy Director of Central Intelligence

C-O-N-F-I-D-E-N-T-I-A-L

25X1

LR

MEMORANDUM FOR: Mr. Helms

DD/S recommends that you approve delegation of authority from DD/S to the Director of Personnel to approve within-grade appointments of new employees.

Recommend signature of the memorandum to the Director of Personnel.



L. K. White

6 AUG 1965

25X1

**CONFIDENTIAL**

DD/S 65-3549

Approved For Release 2002/07/29 : CIA-RDP80B01676R000500120027-7

2 AUG 1965

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Delegation of Authority to Approve In-Grade Appointments  
of New Employees

Executive Registry

65-44501

1. Paragraph 5 of this memorandum contains a recommendation for your approval and requests your signature on the attached delegation of authority.

25X1 2. [ ] authorizes the Deputy Director for Support to approve the appointment of new employees above the base of the grade at which the employee is appointed. This is done in order to meet the salary requirements of hard-to-get personnel with special talents who should not be appointed at the next higher grade because they are not yet qualified for, or would not fit properly into the staffing pattern at the higher grade, or because their salary requirements lie between two grades.

3. Our experience with this in-grade hiring over the past several years has been quite satisfactory. Valuable personnel have been obtained without disrupting the staffing pattern, and Offices have had an opportunity to test the performance and potential of these employees before placing them in positions of greater responsibility. The employees nominated for in-grade hiring have been selected with care and each case is reviewed by the Director of Personnel, at which point appropriate screening or adjustment takes place. As a result the Deputy Director for Support has not found it necessary to disapprove any of the cases presented.

4. Often there is some urgency to make a salary commitment to prospective employees being considered for appointment above the minimum rate of a grade. Competition is keen and a short period of time might be the deciding factor in closing the case. It would save time and effort to place the approving authority for in-grade appointments with the Director of Personnel.

25X1 5. [ ] authenticated by the Deputy Director of Central Intelligence, therefore your action is required to change the delegation granted therein to the Deputy Director for Support. I recommend that you sign the attached delegation to the Director of Personnel. [ ] changed to show the new delegation.

25X1

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

Attachment

Concur:

L. K. White

Executive Director-Comptroller

Date

Approved For Release 2002/07/29 : CIA-RDP80B01676R000500120027-7

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Excluded from automatic  
downgrading and  
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220-0045  
Distribution:

- 0 - Addressee for return to DD/S
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RECEIVED R. J. ROBERTSON

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